



Snohomish County
Planning and Development Services

3000 Rockefeller Avenue, M/S 604, 2nd Floor Administration East Building, Everett, WA
98201 Website: snoco.org Keywords "PDS" Phone: (425) 388-3311 Fax: (425) 388-3872

Applications are accepted by appointment only. You can schedule an appointment by calling (425) 388-3311 ext 2790 or going online to:
www.snoco.org/departments/pds/appt/

Single Family Residential Pre-Application Request Process Information

The purpose of a Pre-application (pre -app) is for a PDS site reviewer to visit your project site, to determine site-specific issues, and to identify the presence of critical areas (wetlands, streams, steep slopes) in relation to any development activities or proposals on the property.

The attached Pre- Application Conference Request form as well as all items outlined in the Submittal Checklist must be completed and submitted to PDS' Customer Support Center, located on the 2nd Floor, Admin-East Building, 3000 Rockefeller Avenue, Courthouse Complex in Everett.

The counter staff will review your documents and collect the \$250.00 filing fee. When your application submittals are deemed complete by counter staff, it will be routed to a site reviewer. Your site reviewer will be contacting you via phone and/or e-mail to schedule a Pre -Application Conference date and time. At the conference, you will be able to discuss your development proposal and your site reviewer will relay his/her findings and site-specific issues.

Site review ribbons (orange & black) will be provided to you at submittal by counter staff for the identification of the subject site and driveway. Please insure that the property site address is **clearly** visible from the road. To assist our site reviewers with their review, all proposed building locations must be staked. If the property is brushy, please **hand clear** a small path to the proposed building site. Provide any special instructions regarding entry to your property such as gate codes, lock combinations, dogs, livestock, etc.

PLEASE NOTE THE FOLLOWING:

The Pre-Application Conference is not an approval for any work to be initiated or completed. A separate permit must be applied for and issued prior to any site disturbance.

This process will not vest your proposal. Future development applications will be subject to all ordinances and codes in effect at the time of application.

If a building permit or mobile home permit application is submitted to PDS within 18 months of the Pre-Application Request submittal date, \$200 will be credited to the permit fees as follows: \$100 site review fee and \$100 permit fee.



Pre-Application Conference Request Submittal Checklist (Residential Projects)

For PDS Use Only

PROJECT FILE NUMBER: _____ ACCEPTED BY: _____
PROJECT NAME: _____ DATE: _____

- _____ 1. **Original** Pre-Application Conference Request form, completed and signed
- _____ 2. **1 copy** of Property Location Map with driving or property directions
- _____ 3. **1 copy** of a SITE PLAN. Must be drawn on white paper no larger than 11" x 17." Do not use graph paper. Site plans must be drawn to a standard engineering scale (1" = 10', 20', 30', 40', 50', 60', 100', 200')
 - _____ A. Clearly note on site plan the scale used. (Example: 1" = 20')
 - _____ B. Clearly indicate north arrow on site plan.
 - _____ C. Show entire lot with lot line dimensions.
 - _____ D. Show EXISTING easements (access, utilities, etc.). Label accordingly.
 - _____ E. Show PROPOSED roads, driveway locations and parking with dimensions. Label accordingly.
 - _____ F. Show PROPOSED utility locations (water, power, wells). Label accordingly.
 - _____ G. Show PROPOSED locations of septic tanks, drain fields, reserve areas with setbacks to property lines.
 - _____ H. Show ALL EXISTING and PROPOSED structures with setbacks to property lines.
 - _____ I. Show EXISTING drainage features (eg. ditches, culverts, catch basins, french drains, etc.).
 - _____ J. Show BOUNDARIES, area and volume of proposed site disturbance (this includes clearing and grading limits, proposed timber harvest activity/ tree-cutting, landscaping, conversion to pastures, lawn or landscaped areas, and areas of existing and proposed impervious surface, etc.).
 - _____ K. Show all existing and proposed impervious surface areas in square feet.
 - _____ L. Show location of known streams, wetlands or slopes. On slopes greater than 25%, show top and toe of slope.
- _____ 4. \$250 filing fee.

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3000 Rockefeller Avenue, M/S 604
Everett WA 98201
(425) 388-3311 snoco.org Search "PDS"

DATE STAMP

PROJECT FILE NUMBER

PRE-APPLICATION CONFERENCE REQUEST
(SINGLE-FAMILY RESIDENTIAL PROJECTS)

CONFERENCE DATE / TIME: _____
(Please be advised that the site reviewer for this request will be contacting you by phone and/or e-mail to schedule a conference date and time. Please be sure you have provided complete contact information.)

APPLICANT INFORMATION

Applicant _____
Phone _____ E-mail: _____
Mailing Address _____
City _____ Zip Code _____
Contact Person _____
Phone _____ E-mail: _____
Mailing Address _____
City _____ Zip Code _____

GENERAL PROJECT INFORMATION

Project Address _____
Section _____ Township _____ Range Tax Acct # _____
Description of Proposal: _____

DRAINAGE/LDA INFORMATION

Clearing ☐ Grading ☐ Other ☐ _____
Is the proposal New Development (SCC 30.91N.044) Yes ☐ No ☐ , **or**
Is the proposal Redevelopment (35% existing impervious) (SCC 30.91R.070) Yes ☐ No ☐
Clearing in sq. ft. or acres: _____
Conversion of Native Vegetation to Lawn/Landscaped Areas in sq. ft. or acres: _____
Conversion of Native Vegetation to Pasture in sq. ft. or acres: _____
Grading Quantities in cubic yards: Cut: _____ Fill: _____
Proposed Impervious Surface in sq ft:
New: _____ Replaced: _____ New, Plus Replaced Total: _____

ALL ITEMS ON SUBMITTAL CHECKLIST MUST ACCOMPANY THIS APPLICATION AT SUBMITTAL.

I understand that I am requesting that a site visit be performed by Snohomish County Planning & Development Services. The result of the site visit and conference is not an approval or authorization for any work to be initiated or completed and does not imply that a building/mobile home permit will be issued. This pre-application conference is to provide a preliminary assessment of site constraints and is not binding on the county or myself.

Applicant or Contact Person Signature

Date

Snohomish County
Planning and Development Services

PROPERTY LOCATION MAP

Provide below a **MAP** to your building site and submit with the permit application. Indicate the nearest intersection and write clear driving instructions for field inspection. You may use the back of the page for additional information. **Street addresses must be clearly posted and visible from the road. No inspections will be performed without the visible posting of your address and the orange flags marking your proposed building site. YOU MAY BE CHARGED A \$60 RE-INSPECTION FEE.**

Please indicate additional land marks or notes, access barriers (example: locks, gate codes, dogs)

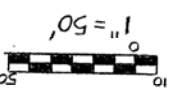
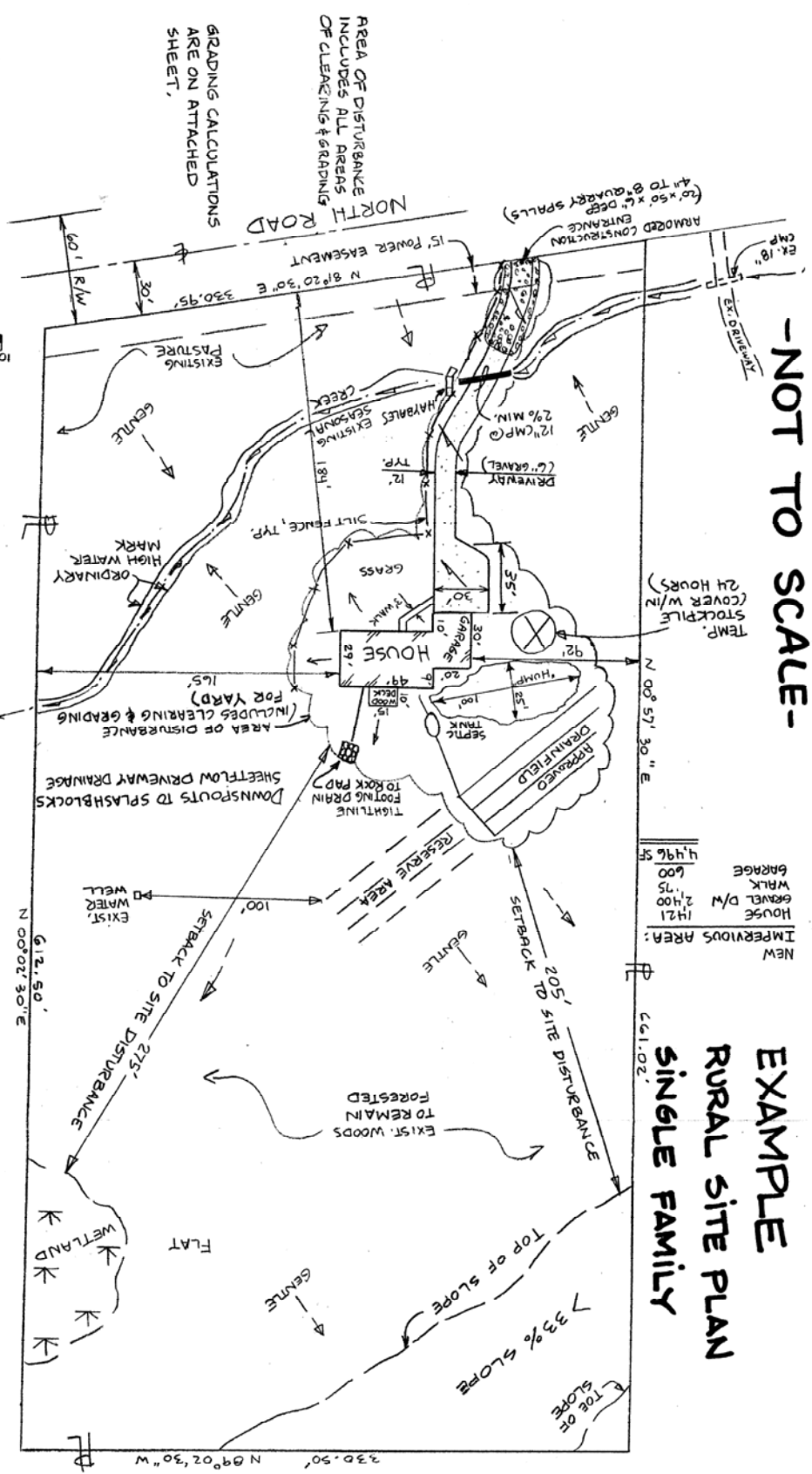


-NOT TO SCALE-

EXAMPLE RURAL SITE PLAN SINGLE FAMILY

NEW IMPERVIOUS AREA:

HOUSE	1421
GRAVEL D/W	2,400
WALK	75
GARAGE	600
	4,496 SF



BUILDING PAD GRADING:
233 CY BUILDING PAD CUT
233 CY BACKFILL AGAINST FOUNDATION
OTHER GRADING:
46 CY CUT
44 CY FILL

APPLICANT: JOHN DOE
SITE ADDRESS: 25177 NORTH ROAD, SNOWBUSH
TAX PARCEL #: 290617-002-104-00
SECTION 17, TWP 29, RANGE 6 E.

AREA OF DISTURBANCE
INCLUDES ALL AREAS
OF CLEARING & GRADING
GRADING CALCULATIONS
ARE ON ATTACHED
SHEET.